

Publishing list information through a document



It's possible to put certain information of all items (= people) on a list on the website, using a document. This tutorial explains how to do so.



Settings > Database manager > Manage documents for the needed target group



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.

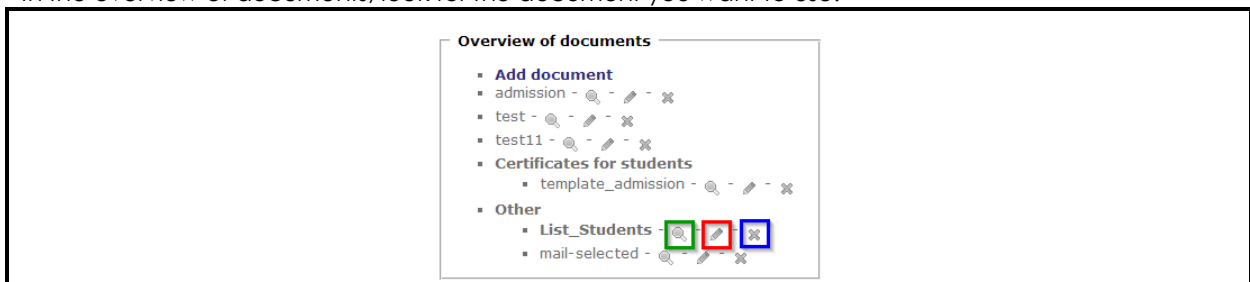


Printscreens in this tutorial are centered and indicated by a box.



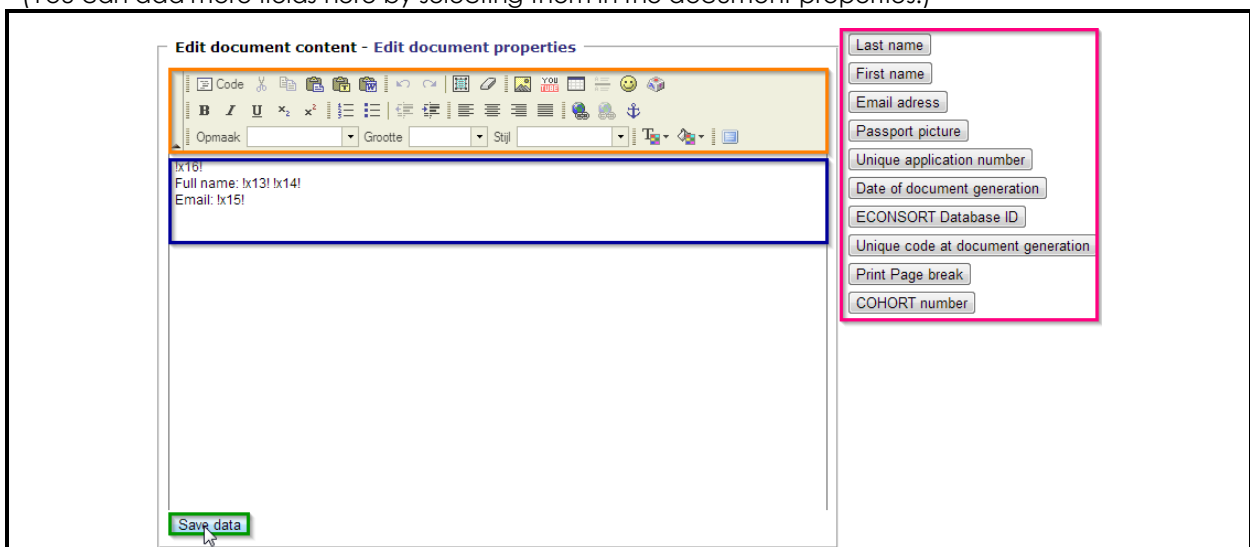
Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ To put selected information on the website, use a document to define which information to publish. In the overview of documents, look for the document you want to use.



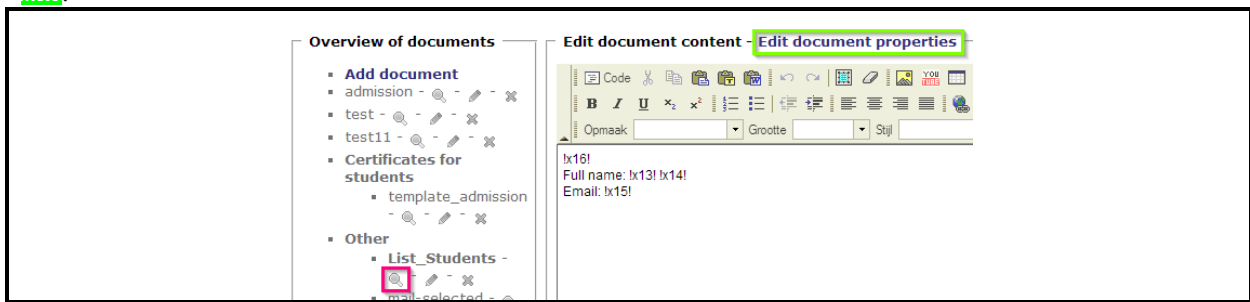
▲ You can [access the options](#), [edit the document content](#) or [delete the document](#). First [edit the document](#).

▼ You can edit the document content using [all standard text editing options](#). The result is [displayed below](#). It's also possible to insert certain fields by clicking [the buttons on the right](#). (You can add more fields here by selecting them in the document properties.)

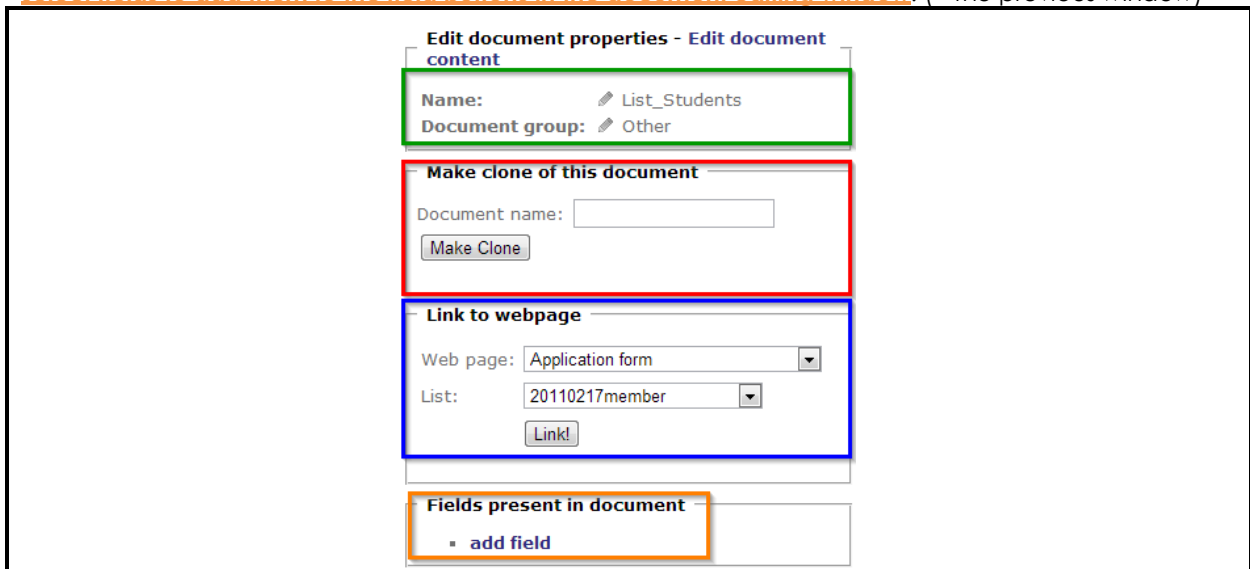


▲ For every person on the list you will link later on, this document template will be customized: all field codes will be replaced by that person's corresponding value. Save the data by clicking [the button](#).

▼ From this window, you can access the document properties by clicking [the magnifying glass](#) or [the link](#):

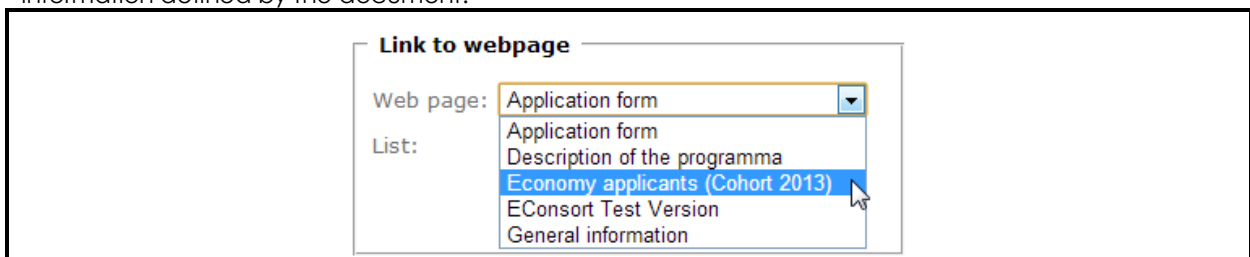


▼ It's possible to [change the document name and group](#) (= category), to [clone the document](#) and to [select fields to add them to the field buttons in the document editing window](#). (= the previous window)



▲ Now let's have a more detailed look at the option to [link the document to the webpage](#).

▼ The first choice list displays all web pages of your site and allows you to choose where to publish the information defined by the document:



▼ The second choice list allows you to choose a list.
For every person on the list, the information defined in the document will be shown on the web page you chose in the previous step.

Link to webpage
Web page: Economy applicants (Cohort 2013)

List:

20110217member
20110217member
20110227aanmeld
20110227applicants
20110228tweetal
2013_applications_nonEU
a first testlist
Cohort_2008
Cohort2007-2009
Economy_applicants
Economy_cohort2013
MG_list_1
rule_1 (updated: 28-5-2013)
Summer school
test_list



Fields pre:
▪ add fi

▼ Finish by clicking **the button**.

Link to webpage
Web page: Economy applicants (Cohort 2013)

List: Economy_cohort2013
[Link!](#)


▼ The **list information** – defined by the document - will now be shown on **the selected web page**.


Economy applicants (Cohort 2013)

EConsort Test Version

- General information
- Description of the programme
- Application form
- Economy applicants (Cohort 2013)



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